Preliminary Staff Report

The Preliminary Staff Data will be submitted for each school for the Fall Semester and Spring Semester. All classes that are scheduled will be included. All professional staff will be included, even if they are not scheduled for a class. The Fall Semester Data will include all classes by staff member that are scheduled from the beginning of the school year including year-long classes, block classes, and any exploratory classes that are scheduled up through the end of Report Period 4. The Spring Semester Data will include all classes by staff; that are active at the end of Period 5 and any scheduled through the end of the year. This will include second semester block scheduled classes as well as classes that are all year. Deficiencies will be checked on all classes and staff.

Field 1, School Term
>
> This will be "Fall" or "Spring" depending on the class schedules.

Field 2, District No.
>
> The district number assigned to the district by the State Department of Education.

Field 3, District Name
>
> The name of the school district.

Field 4, School No.
>
> The school number assigned to the school by the State Department of Education.

Field 5, School Name
>
> The name of the school.

Field 6, District Approval By
>
> This will be filled in by the person approving the report. This will be District sign-off.

Field 7, District Approval Date
>
> The date the district's "Preliminary School Report" was approved by the authorized individual at the school district.

Field 8, Staff Assignments
>
> Enter the number of each type of professional staff filling full-time and part-time positions. Assignments to be included consists of the following groups:
>
> A. Supervising Principal, use Staff Assign/Position Code to determine who qualifies.
> B. Teaching Principal, use Staff Assign/Position Code to determine who qualifies.
> C. Assistant Principals, use Staff Assign/Position Code to determine who qualifies.
> D. Classroom Teachers, use Staff Assign/Position Code to determine who qualifies. Include Guidance, Librarian, ROTC, and Special Needs teachers in the grouping.

E.	University Teachers, use Staff Assign/Position Code to determine who qualifies. If a university teacher is teaching a class physically located in the primary (home) school, the teacher should be included in this report.

Field 9, Name

The name of the staff member being reported (Last, First Middle). This field will be printed only once for each staff member.

Field 10, License No.

The License Number of the staff member that is being reported. This field will be printed only once for each staff member.

Field 11, SSN

The Social Security Number of the staff member that is being reported. This field will be printed only once for each staff member.

Field 12, SDE Course Code

The Course Code, as defined by the State Department of Education, for the class for which this staff member is assigned to teach a class. This field will only be printed once for each staff member, continue lines for as many as needed.

Field 13, Local Class No.

The unique number assigned by the school for this course and session that the staff member has been assigned to teach. The Local Class Number may consist of the SDE Course Code with a class section number attached, or it may not resemble the SDE Course Code. The Local Class Number must be unique for each class in the school.

Field 14, Number of Students

The count of the students enrolled in this class.

PRELIMINARY STAFF REPORT
School Year ____ - ____
Report Date: _____

1. School Term   _____

2. District No.   _____   3. District Name _____   6. District Approval By _____

4. School No.   _____   5. School Name _____   7. District Approval Date _____

8. Staff Assignments	Full Time	Part Time
A. Supervising Principals		
B. Teaching Principals		
C. Assistant Principals		
D. Classroom Teachers**		
Total Professional Staff (A-D)		
E. University Teachers		
Grand Total		

** Includes guidance, librarian, ROTC, and special needs teachers

9. Name	10. License No.	11. SSN	12. SDE Course Code	13. Local Class No.	14. # of Students

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